

**BY ORDER OF THE COMMANDER
LOS ANGELES AIR FORCE BASE**



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**LOS ANGELES AIR FORCE BASE
Supplement**

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***RECORDS MANAGEMENT AND
INFORMATION GOVERNANCE PROGRAM***

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Air Force Instruction (AFI) 33-322, *Records Management Program*, 4 June 2012, establishes policy and assigns responsibilities for life-cycle management of information as records in all media through the Air Force Records Information Management System (AFRIMS). This supplement to AFI 33-322 extends guidance to Los Angeles Air Force Base (LAAFB) and all units geographically separated units attached to LAAFB. These procedures should be used in conjunction with the basic AFI. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF 847s from the field through base level OPR. Ensure that all records created as a result of processes prescribed in this publication are maintained in this publication and disposed of in accordance with the Records Disposition Schedule (RDS) located in Air Force Records Information Management Systems (AFRIMS).

SUMMARY OF CHANGES

This supplement is issued to provide additional information to AFI 33-322 by; standardizing record management roles and responsibilities, changing Functional Area Records Manager (FARM) to Unit Records Manager (URM), URM Binder tabs renumbered and renamed, and adding COR, URM, and RC roles. The supplement also assigns the Privacy Monitor duties to the unit URMs and RCs, per AFI 33-332, paras 2.8.3. and 2.12.

1.4. (ADDED) LOSANGELES AFB) The approved ERM system for Los Angeles AFB is Livelink

(<https://smclivelink.losangeles.af.mil/Livelink/livelink.exe/fetch/2000/24601958/customview.html?func=ll&objId=24601958&objAction=browse&viewType=1>) Official records will only be maintained on this approved system. Electronic official records will not be maintained on stand-alone workstations, SharePoint (<https://insidesmc.losangeles.af.mil/default.aspx>), removable drives, shared drives, or any other unapproved electronic media. The Communications Squadron Commander/Director or the BRM may implement usage of an alternate approved electronic record keeping system at any time based on need (i.e. emergencies, pilot programs, network changes, policy changes, unique requirements, etc.)

2.1.3. (Added) LOSANGELES AFB) Effective management of records for an organization and the scope and size of the Air Force, requires a network of records professionals. The network of roles include the Air Force Records Officer (AFRO), Command and Agency Records Managers (CRM/ARM), Base Records Managers (BRM), Unit Records Managers (URM), Chiefs of Office of Record (COR), and Records Custodians (RC).

2.2.3.3.1. (Added) LOSANGELES AFB) Unit Commanders and/or Directors shall appoint in writing, subject matter experts for each functional area to serve as URM and provide appointment letter to the BRM. Depending upon span of control the recommended minimum grade is a GS-05 or SrA (5-level). Multiple URM's may be required based on the complexities of the mission and the size of the organization. The URM shall have overall understanding of the functions being performed by the organization and the types of records required to accurately document its functional procedures and activities. If the appointed URM is a military member, an alternate is required to ensure coverage during extended periods of absence due to training and/or deployment.

2.2.3.6.1. (Added) LOSANGELES AFB) Ensures assigned records professionals have appropriate clearance to access classified records (paper/electronic); to include sensitive compartmental information facilities (SCIF), to ensure proper oversight of classified records and to comply with AF records management data calls and records searches. The BRM, URM, and RC have a valid need to access Air Force records for the purpose of ensuring compliance with records management policy and guidance.

2.2.3.7.3. (Added) LOSANGELES AFB) There is no record staging area located on the Los Angeles Air Force Base (LAAFB). Records with three years or more dispositions will be sent to the Federal Records Center (FRC) for staging. Requests for staging must be processed by the BRM.

2.2.3.11. Will establish, review, and maintain an inventory of records in AFRIMS consisting of but not limited to description of the record, location of the record, and records disposition. Ensures inventory disposition and folder titles are replicated within the Livelink e-record storage area. Ensure users are assigned to the appropriate security group to access electronic records stored in inventory.

2.2.3.21. (Added) LOSANGELES AFB) Ensures the Management Internal Control Toolset (MICT) is being utilized as an ongoing assessment to facilitate effective monitoring of a unit's RM processes.

2.2.4.4. Comply with URM/RC request to search using provided search terms, for all information including paper, non-electronic, and electronic within his or her assigned workspace, on his or her respective government provided desktop/laptop computer, and personal government e-mail accounts/.psts/and files in time to meet assigned suspense. The search will include all information, regardless of classification or format. All information in the custody, possession, or control of the Air Force is subject to the discovery process and may contain potentially relevant information. Notify the RC when the search has been completed. If responsive information is found, notify the RC as soon as possible for preservation guidance. Any potentially relevant information shall immediately be suspended from additional modification or destruction.

2.2.4.5. Must inform the Commander/Director, URM, COR, and RC of any actual or potential unlawful or inadvertent removal, change, or destruction of Air Force records.

2.2.7.1.4. Creates/modifies AFRIMS account for URM and RCs. Must ensure necessary accounts remain active—the Air Force Records Information Management System will delete inactive accounts after one year.

2.2.7.1.16. **(Added) LOSANGELES AFB** Implements procedures for processing and approving inventories. The BRM is the inventory approval/disapproval authority.

2.2.7.1.17. **(Added) LOSANGELES AFB** Performs a SAV on each unit URM at least once every 24 months or upon request. During this visit, the BRM will inspect all of the URM's offices of record. The BRM prepares a report for the BRM's signature. The report will list the discrepancies noted during the visit and recommendations on how to fix them. Follow up visits will occur within 30 calendar days after the initial inspection.

2.2.7.1.18. **(Added) LOSANGELES AFB** The BRM will conduct periodic reviews of all office electronic records to ensure requirements and federal law adherence.

2.2.7.1.19. **(Added) LOSANGELES AFB** The BRM will ensure that all electronic records are backed-up and will validate restore capability periodically. Electronic records on Livelink are backed up by the 61 CS Server Administrators. Records that are accidentally deleted can be restored by the BRMs if they are discovered missing within 30 days of deletion.

2.2.7.3.4. **(Added) LOSANGELES AFB** Trains all records professionals within 3 months of assignment, including tenant activities' personnel. ANG and AFRES personnel will be trained within 6 months of appointment. All training materials will be posted by the BRM on the Records Management URM SharePoint Site.

2.2.11. **(Added) LOSANGELES AFB Chief of the Office of Record (COR).** Defined as the individual designated as the head of an office where records are created, received, or maintained. The COR should have working knowledge of the E-Government Act including privacy aspects, the Paperwork Reduction Act, and the Federal Information Quality Act. While it is preferred that the COR be in the senior position of authority in the respective office of record, these duties may be delegated as appropriate. Delegation should be made to someone with adequate authority and a thorough knowledge of the office's mission and the records created by the office. Contractors cannot perform these duties. The COR:

2.2.11.1. **(Added) LOSANGELES AFB** Responsible for the physical and legal custody of all records the office creates or receives, regardless of their physical characteristics. In smaller organizations the COR can also serve as the RC.

2.2.11.2. **(Added) LOSANGELESAFB)** Completes initial COR role-based training upon assignment to the office of record and annual role-based training. Notifies the applicable BRM/URM upon completion to ensure it is documented in AFRIMS.

2.2.11.3. **(Added) LOSANGELESAFB)** Ensures the office creates only essential records, permanently preserves valuable records, promptly stages eligible records and disposes of temporary records according to the RDS. Determines records access and enforces RM compliance.

2.2.11.4. **(Added) LOSANGELESAFB)** Ensures each office of record under his or her purview develops an inventory and approves by digitally signing the inventory coversheet (reference guidance for digital signatures found in AFI 33-321, *Authentication of Air Force Records*.)

2.2.11.5. **(Added) LOSANGELESAFB)** Appoints a primary and alternate (if possible) RC in writing to the BRM/URM. If an RC is unavailable for more than 90 days a new RC shall be appointed.

2.2.11.6. **(Added) LOSANGELESAFB)** Upon appointment provides the RC an orientation to the office to include, at a minimum, what records are created and managed by the office, location of files, office filing procedures, and essential records, if applicable.

2.2.11.7. **(Added) LOSANGELESAFB)** Ensures RCs complete all required records management training within 90 days of appointment. Air National Guard (ANG) and Air Force Reserve (AFRES) personnel will be trained within 6 months of appointment.

2.2.11.8. **(Added) LOSANGELESAFB)** Ensures a thorough office-wide search for all data calls (e.g. record searches), to include active and inactive, physical and electronically stored final and draft documentary materials both classified and unclassified.

2.2.11.9. **(Added) LOSANGELESAFB)** Works with URM in conducting non-FOIA records management data calls and record searches upon receipt of an official request when the appointed RC will be unavailable to respond in a timely manner.

2.2.11.10. **(Added) LOSANGELESAFB)** Ensures RC provides written response, preferably in AFRIMS, to all staff visit findings within 30 days of receiving report, and provides written follow-up responses every 30 days until all findings are closed.

2.2.11.11. **(Added) LOSANGELESAFB)** Works with RC(s) to properly identify essential records and establish a restoration and disaster recovery plan for paper and electronic records. Ensures identified essential records are included in the base, agency or MAJCOM emergency preparedness plans.

2.2.12. **(Added) LOSANGELESAFB) Unit Records Manager (URM).** Serves as the point of contact for and monitors the Records Management Program of their unit or functional area. Shall have knowledge of the categories of records created and used by the units under his or her functional area. Serves as liaison with the BRM for his or her functional area. Any military career field, civil service series, or contractor can perform these duties. The URM:

2.2.12.1. **(Added) LOSANGELESAFB)** Accomplishes initial training upon appointment and maintains proficiency by completing annual role-based training.

2.2.12.2. **(Added) LOSANGELESAFB)** Assists in preparing files maintenance and disposition plans. Ensures individuals in/out-processing from the base will coordinate with their supervisor to ensure official records are maintained in the office in accordance with this publication and disposed of in accordance with the Air Force Records Disposition Schedule located in the AFRIMS.

2.2.12.3. **(Added) LOSANGELESAFB)** Conducts a SAV on each Office of Record at least every 24 months or upon request. If the URM also serves as the Office of Record RC, the BRM will perform the staff visit on the respective office.

2.2.12.4. **(Added) LOSANGELESAFB)** Assists offices of record to retire eligible records.

2.2.12.5. **(Added) LOSANGELESAFB)** Schedules attendance for all records professionals in their unit or functional area to take records management classroom, hands on, or one-on-one training sessions. Ensure CORs and RCs complete required annual role-based training.

2.2.12.6. **(Added) LOSANGELESAFB)** Assists the BRM in providing guidance on using document imaging systems and electronic storage media for records. Evaluates the effect of document imaging and electronic storage on creating, transferring, storing, retrieving, and disposing of office records. Reports problems to the COR and BRM.

2.2.12.7. **(Added) LOSANGELESAFB)** Guides and assists assigned personnel in maintaining and disposing of records.

2.2.12.8. **(Added) LOSANGELESAFB)** Reviews and documents user accounts biannually to ensure records professionals are current.

2.2.12.9. **(Added) LOSANGELESAFB)** Reviews record and non-records drives to ensure proper records management practices and procedures.

2.2.12.10. **(Added) LOSANGELESAFB)** Works with COR in conducting non-FOIA records management data calls and record searches upon receipt of an official request when the appointed RC will be unavailable to respond in a timely manner.

2.2.12.11. **(Added) LOSANGELESAFB)** Ensures all subordinate RCs complete and report responses to non-FOIA records searches in AFRIMS before closing out assigned unit(s) in AFRIMS.

2.2.12.12. **(Added) LOSANGELESAFB)** Notifies the BRM, in writing, of the appointment of a new Records Custodian. The COR must sign the RC appointment letter. Upon receipt of the appointment notice, the BRM will schedule training for the appointee.

2.2.12.13. **(Added) LOSANGELESAFB)** Maintains a URM Binder for their unit. Each URM binder will (at a minimum) include the following: **Office(s) of Record; Appointment Letters; Training Certificates; SAV Checklists/Reports; Waivers/Miscellaneous.**

2.2.12.14. **(Added) LOSANGELESAFB)** Responsible for reviewing their office inventories prior to sending them to the Base Records Manager for approval. URM must also ensure that cut-off dates have been correctly annotated.

2.2.12.14.1. **(Added) LOSANGELESAFB)** In order for an inventory to be approved containing essential records, the URM must submit a "Vital Records Plan" to BRM with the inventory for approval. If the vital records plan is not included, the inventory will not be approved.

2.2.12.15. **(Added) LOSANGELESFBS** Ensure inventories are created in Livelink and electronic folders created for only those records identified as being electronic.

2.2.12.16. **(Added) LOSANGELESFBS** Assists RCs custody of and accountability for staged records, and accountability for records transferred to other agencies by maintaining the Standard Form (SF) 135, Records Transmittal and Receipt, in AFRIMS. For FRCs, use ARCIS. Maintains the official record of the SF 135 in URM Binder.

2.2.12.17. **(Added) LOSANGELESFBS** Completes the Management Internal Control Toolset (MICT) checklist to facilitate effective monitoring of their unit's RM processes.

2.2.12.18. **(Added) LOS ANGELESFBS** Perform duties as Unit Privacy Monitor per AFI 33-332, para 2.12., and para 2.8.3., ensuring monthly scans of unit SharePoint sites and reporting unprotected PII, deleting or protecting and submit a collective PII breach report, DD Form 2959.

2.2.13. **(Added) LOSANGELESFBS Records Custodian (RC).** The RC maintains and disposes of the office's active and inactive records IAW the RDS. Each RC must learn the functional mission of the office of record that the records support and know the purposes the records serve. Any military career field, civil service series, or contractor can perform these duties. The RC:

2.2.13.1. **(Added) LOSANGELESFBS** Accomplishes initial training upon appointment and maintains proficiency by completing the annual role-based training.

2.2.13.2. **(Added) LOSANGELESFBS** Develops and maintains the office inventory within AFRIMS, and establishes electronic and paper records in accordance with this publication and disposed of in accordance with the Air Force Records Disposition Schedule located in the AFRIMS.

2.2.13.3. **(Added) LOSANGELESFBS** Promptly and properly transfer eligible records to the base staging area or the designated FRC. Create the SF 135s in coordination with the URM to the BRM.

2.2.13.4. **(Added) LOSANGELESFBS** Must be proficient on the equipment used for storing and retrieving records.

2.2.13.5. **(Added) LOSANGELESFBS** Knows and implements the records maintenance, use, and disposition policies and procedures for records maintained.

2.2.13.6. **(Added) LOSANGELESFBS** Consults with the COR and URM as necessary on problems that affect creating, maintaining, using, and disposing of records.

2.2.13.7. **(Added) LOSANGELESFBS** Conducts an office-wide search for all data calls (e.g. record searches), to include active and inactive, physical and electronically stored final and draft documentary materials both classified and unclassified.

2.2.13.8. **(Added) LOSANGELESFBS** Responds to questions on records requirements and the RDS.

2.2.13.9. **(Added) LOSANGELESFBS** Provides office orientation to newly assigned personnel (to include new CORs).

2.2.13.10. **(Added) LOS ANGELESafb** Perform duties as Unit Privacy Monitor per AFI 33-332, para 2.12., and para 2.8.3., ensuring monthly scans of unit SharePoint sites and reporting unprotected PII, deleting or protecting and submit a collective PII breach report, DD Form 2959.

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Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Terms

Active Files—Documentation retained and filed within the current fiscal or calendar year.

Agency Records Manager (ARM)—Records managers responsible for management and oversight of records programs in Field Operating Agencies and Direct Reporting Units.

Air Force Records Information Management System (AFRIMS)—a mandatory AF-wide system that provides AF Records Managers at all levels of organization an on-line, real-time system to manage and prepare inventories of records and associated records management products. AFRIMS also provides real-time access and management of the USAF Records Disposition Schedule (RDS). AFRIMS is used at the office of record level to enable Records Managers (RMs) and Records Custodians (RCs) the capability to create an inventory of records, disposition control labels and file folder labels, manage a staging area, and track staff assistance visits (SAVs) and the training schedule.

Air Force Records Officer (AFRO)—Appointed by the Air Force Chief Information Officer to direct the Air Force Records Program and all associated activities.

Archives and Records Centers Information System (ARCIS)—the web-based IT system of the Federal Records Centers (FRCs) of the National Archives and Records Administration and online portal through which the Air Force can do business with the FRCs.

Charge Out—The act and result of recording the removal and loan of a document or file to indicate its location. Usually involves the use of an Air Force Form 614 or 614A placed in the location from which the document or file was removed that identifies the record (number, title or subject, and date), the person and office charged to, and the date withdrawn.

Chief of the Office of Record (COR) (ADDED LOSANGELESAFB)—Person designated as head of an office where records are created, received, or maintained.

Command Records Manager (CRM)—Records managers responsible for management and oversight of Major Command records programs. They are centrally located at Air Combat Command Cyberspace Support Squadron, with the exception of the Air National Guard. The Headquarters Air Force itself is treated as a Major Command.

Disposition—(1) A comprehensive term that includes destruction, salvage, or donation; transfer to a staging area or records center; transfer from one organization to another; (2) Actions taken with inactive records. These actions may include erasure of data, transfer to a records center, or transfer to the National Archives (36 CFR 1234, Chapter XII).

Electronic Records (e-Records)—Any information that is recorded in a form that only a computer can process and that satisfies the federal record in Title 44 United States Code Section 3301.

Emergency Operating Records—Those types of essential records an organization needs to continue functioning or to reconstitute after an emergency. They serve the federal Government if the country is attacked and include emergency plans and directive(s), orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, and related policy or procedural records that assist agency staff to conduct operations under emergency conditions and to resume normal operations after an emergency. Other examples include records necessary for military efforts and mobilization; protection of material, personnel, services, systems, public health, safety, and order; and those needed to conduct civil defense activities.

Essential Records (formerly known as vital records) (not to be confused with records of life events such as birth and death certificates, marriage licenses and divorce decrees, civil unions, domestic partnerships, wills, etc.)—Agency records that are needed to meet operational responsibility under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records) as defined by Title 36, Code of Federal Regulations, Part 1223.2, *Managing Vital Records*, current edition available at http://www.ecfr.gov/cgi-bin/text-idx?SID=f14572dab9c761e86ec139ce68700ebd&mc=true&node=se36.3.1223_12&rgn=div8.

Federal Records Center (FRC)—A facility for the low-cost storage and servicing of records pending their disposal or transfer to the National Archives. Includes National Archives-authorized agency records centers and National Archives-operated federal records center.

General Correspondence—Records arranged and filed according to their general informational or subject, content consisting mainly of letters and memorandums but also forms, reports, and other material relating to program and administrative functions, but not to specific cases; also called central, correspondence, or subject files.

Inactive Files—Documentation retained and filed for prior fiscal or calendar year(s).

Inventory (formerly known as file plan)—(1) Documentation designating the physical location(s) where an agency's files will be maintained, the specific types of files, and the organizational element(s) having custodial responsibility. (2) Documentation containing the identifying number, title or description, and disposition authority of files held in an office.

Legal and Financial Rights Records—Those types of essential records needed to protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include payroll, insurance, and retirement records. The National Archives formerly defined these records as “rights-and-interests” records.

Litigation Hold/Preservation Notice—A detailed statement of an individual's, unit's, or organization's responsibilities: (1) in the discovery phase of litigation, to search for, identify, preserve, index, and report paper documents and electronically stored information that are potentially relevant to the facts and issues in a case or in a matter where there is a reasonable anticipation of litigation; or (2) to locate and preserve information for which there is a current or expected future need, whether or not litigation is anticipated.

Livelihood (ADDED LOSANGELES AFB)—Document management, collaboration, and knowledge management tool designed to preserve and manage electronic records. Audits and tracks user activity, maintains versions, tailors access permissions, and creates group roles.

National Archives and Records Administration (NARA)—This agency is responsible for appraising, accessioning, preserving, and making available permanent records.

Permanent Records—Records the Archivist of the United States has appraised as having enduring value because they document the organization and functions of the agency that created or received them and/or because they contain significant information on persons, things, problems, and conditions with which the agency dealt.

Personally Identifiable Information (PII)—Information about an individual that identifies, links, relates, or is unique to, or describes individual (e.g., a social security number; age; military rank; civilian grade; marital status; race; salary; home or office phone numbers; other demographic, biometric, personnel, medical and financial information, etc.). Such information can be used to distinguish or trace an individual's identity, such as members' name; social security number; date and place of birth; mother's maiden name; and biometric records, including any other personal information which is linked or linkable to a specified individual.

Records Search—Occasionally the Air Force is court ordered to provide information relative to some form of ongoing or prescheduled litigation. These court-ordered records request flow from the responsible judiciary department/service down to the Air Force Records Officer down to the Base Records Managers. Due to the critical nature of these request, many are considered time critical requiring a prompt response.

Records—Include all recorded information, regardless of form or characteristics. The recorded information is made or received by a federal agency under federal law. Or the recorded information is made or received in connection with the transaction of public business. The recorded information is preserved or appropriate for preservation by that agency or its legitimate successor. The recorded information is evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the federal Government. Or the recorded information are records because of the informational value of data in them. Records do not include library and museum material made or acquired and preserved solely for reference or exhibition purposes. Records do not include duplicate copies of records preserved only for convenience.

Records Custodian (RC) (ADDED LOSANGELESFBSUP)—Person designated within an office of record to manage the internal record keeping program, having guardianship and control of records.

Records Disposition Schedule (RDS)—A document providing mandatory instructions for what to do with records (and non-record materials) no longer needed for current Government business, with provision of authority for the final disposition of recurring or nonrecurring records; also called records control schedule, records retention schedule, and disposition schedule, or schedule. Includes the Standard Form 115, and agency records schedules, that, when completed, becomes a comprehensive set of records schedules that also contains agency disposition instructions for non-record materials.

Records Management (RM) Program—A planned, coordinated set of policies, procedures, and activities needed to manage an agency's recorded information. The program encompasses the creation, receipt, maintenance and use, and disposition of records regardless of media. Essential elements include issuing up-to-date program directives, properly training those responsible for implementation, publicizing the program, and carefully evaluating the results to ensure adequacy, effectiveness, and efficiency.

Records Professional (RP)—Individual whose area of expertise advances beyond introductory records management. The term record professional encompasses AFRO, CRM, ARM, BRM, URM, COR, and RC. RP skills extend beyond familiarity to intermediate or advanced record management.

Retention Period—The length of time the Air Force keeps a record before disposing of it according to the disposition schedule. Records not authorized for a specific disposition have a retention period of "permanent."

Retire—The transfer of inactive records to a Federal Records Center.

Staff Assistance Visit (SAV)—An inspection of the Air Force Records Management Program to ensure compliance with Federal, DoD, and Air Force requirements. In AFRIMS, it allows Records Managers (CRMs, BRMs, and URM) to schedule and track SAVs. As SAVs are scheduled in AFRIMS, the system automatically generates email notifications and reminders to assist Records Professionals with their RM program. AFRIMS also keeps track of all SAVs that are completed and incomplete.

Staging Area—Area used to store records until disposition can be completed.

Support Agreement—A written agreement that establishes the roles and responsibilities for recurring support between the requiring activity and the performing agency. Support agreements may be intra-agency (between organizations within the Department) or interagency (between the Department and other federal agencies). Also may be referred to as a Memorandum of Understanding or Memorandum of Agreement.

System of Records—A group of records under the control of a Component from which an individual's record is retrieved by the name or personal identifier.

Temporary Records—Records approved by the National Archives for disposal either immediately or after a specified retention period of less than permanent; also called disposable records or non-permanent records.

Transfer—(1) The act or process of moving records from one location to another, especially from office space to agency storage facilities or an federal records center, from one federal agency to another, or from office or storage space to the National Archives for permanent preservation. (2) The records involved in such relocation.

Unit Records Manager (URM) (ADDED LOSANGELES AFB)—Person designated as the point of contact for and monitors the Records Management Program of their unit or functional area.

Unscheduled Records—Records whose disposition has not been approved by the National Archives and Records Administration.

Users—All Air Force personnel to include Regular Air Force active duty, reserve, guard, civilian, foreign nationals employed by the Department of the Air Force and Air Force contractor employees.